



Department of Health and Human Services

Public Health Service
Indian Health Service



Vacancy Announcement

*AMENDMENT

Announcement No.: IHS-06-048 (A)* (Extern)
Opening Date: 05-23-2006
Closing Date: 03-02-2007
Area of Consideration: IHS-Wide

Any Qualified Indian Preference Candidates

***Amends Closing Date, Area of Consideration, Statement of Duties and Qualifications Required.**

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Student Assistant Extern
(P.L. 94-437 Title I Section 105)

OFFICE LOCATION:

Headquarters, Rockville, Maryland

SALARY RANGE: Salaries depends on the level of education and locality of the position

GS-02: \$21,602 - \$27,182 PA	GS-05: \$29,604 - \$38,487 PA
GS-03: \$23,571 - \$30,645 PA	GS-06: \$33,000 - \$42,898 PA
GS-04: \$26,460 - \$34,402 PA	GS-07: \$36,671 - \$47,669 PA

- **Temporary Full-Time Appointment Not-To-Exceed 120 working days per calendar year. The Indian Health Service reserves the right to limit the length of appointment.**
- **Additional Area of Consideration will consider any Qualified Indian Preference Candidates but selection is not limited to those candidates.**
- No Government housing is available.
- Position has no promotion potential.
- Position contains no supervisory responsibilities.
- Relocation expense will not be paid.

STATEMENT OF DUTIES:

Individuals receiving an Indian Health Service Scholarship or other students ***enrolled in a course of study in the health professions/allied health***, may be employed as an IHS Extern. They will be assigned to an IHS healthcare delivery system, participating in a full range of activities in their respective health disciplines or field. The duties will vary depending on the profession or field entered. Assignments are available during non-academic periods.

QUALIFICATION REQUIRED:

1. Must be returning to school in the **Fall semester 2006** with the course curriculum in one of the following disciplines:

**Health Professions **
Allied Health**

As listed in the Federal Register/Vol. 70, No. 215/Tuesday, November 8, 2005/Notices.

- Priority will be given to:**
1. P.L. 94-437 Title I Health Professions Program Recipients;
 2. Health Professions Preparatory/Pre-graduate recipients; and
 3. Others.

****Health Professions (Section 104) Scholarship recipients are entitled to an externship. The active duty service obligation prescribed under section 338C of the Public Health Service Act (42 U.S.C. 254m) shall be met by a recipient of an Indian Health Scholarship by service: (1) in the Indian Health Service; (2) in a program conducted under a contract entered into under the Indian Self-Determination Act.; or (3) in a program assisted under title V of this act.**

- Must have a grade point average of **2.0** or above on a 4.0 scale or equivalent if undergraduate or **3.0** if graduate student. **Submit most recent transcripts** - (i.e. **Fall 2005 or Spring 2006**).
1. Must **NOT** be on any Academic Probation.
 2. **Copy of college transcripts MUST be submitted** to receive credit for education.
 3. Students **MUST** provide documentation that they are returning to school in the fall.
 4. Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.
 5. These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.
 6. Additional selections of candidates may be possible within 90 days from the date the Certificate of eligible's is issued from the Vacancy Announcement, for filling additional similar vacancies.

WHERE TO APPLY:

Indian Health Service
Division of Human Resources
12300 Twinnbrook Parkway, Suite 230
Rockville, Maryland 20852

- A copy of this announcement may be obtained by calling (301) 443-6520. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, www.usajobs.opm.gov or IHS Website, www.ihs.gov.
- **For additional information, contact Vickye Santiago in the Scholarship Program at (301) 443-6197 or to the IHS Scholarship program website at <http://www.ihs.gov/JobCareerDevelop/dhps/>.**
- The deadline for receipt of complete applications is close of business of the closing date of this announcement.

- Faxed copies of applications will not be accepted.
- All applications are subject to retention. Request for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a “Declaration of Federal Employment” to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

IHS is a TOBACCO FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment (form number OF-612)	Application for Federal Employment (form number SF-171)	Resume or Other written application format
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***If your resume or application does not provide all the information we request, you may lose consideration for a job. Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),
Social Security Number
Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED
College and/or universities (name, city, and state, major, type and year of degrees received)
Copies of college transcripts. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for you're paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary
Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)
Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
<p>A. Current Billet description</p> <p>B. Most recent "Commissioned Officers Effectiveness Report"</p>	<p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432</p> <p>Current IHS Headquarters employees may state that proof of Indian preference is on file in the Official Personnel Folder</p> <p>Preference will not be given unless a copy of the 4432 is attached to the application.</p>	<p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability.</p> <p><i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	<p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

Applicant Background Survey

GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth:

C. For Agency Use:

D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **■ Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **■ Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **■ Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.